

Name: _____

1. What is your personal philosophy regarding time management, and what processes do you use to manage your time on a daily basis?

2. What lessons did you learn from this experience that might help you as a Project Manager?

3. What are some of the benefits of spending so much time in the planning phase when initiating a project?

4. What are some of the drawbacks, and how can you mitigate them?

5. As a PM, once you know the Critical Path, how can it affect how you manage the Project?

6. Why could Project Management also be called Expectations Management?

7. How can good time management principles help you not only in Project Management but in the rest of your life?

Activities required for the 1:1 Laptop Initiative

	Activity ID/Name	Description/Prerequisites	Duration	Dependencies
A	Network Analysis	Decide what the intranet can support and what upgrades to make	7 days	
B	Research Laptop Options	Find the best laptop or tablet options for the school	14 days	
C	Investigate Vendors	Find a supplier who can will work with the school for laptop purchases	5 days	B
D				
E				
F				
G				
H				
I				
J				
K				
L				

Project Milestones

1. _____
2. _____
3. _____

